

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" around the bottom. The number "203" is prominently displayed in the center of the seal.

## **UTILITY OPERATIONS SPECIALIST I**

**DEPARTMENT:** James City Service Authority/Utility Operations/Water Production

### **NATURE OF WORK:**

Performs manual labor and semiskilled work in the operation, maintenance and repair of the James City Service Authority's water production facilities. Works under the direct supervision of an assigned Utility Operations Technician.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assists in the daily inspection of well, pumping and disinfection facilities on assigned route. Assists in recording clock readings, production levels and calculating pump run times.

Tests and monitors operation of pumps and motors, starts and exercises generators, checks fluid levels, charges the system, performs flushings and tank cleanings.

Cleans tanks, pumps and other associated equipment within the water production facilities.

Assists in the performance of both scheduled and unscheduled maintenance on pumps, motors and disinfection equipment.

Monitors GasTec when coworkers enter confined spaces.

Performs flushings of the distribution system and participates in water sampling.

Delivers disinfection chemicals to facilities.

Performs work safely in accordance with departmental safety procedures and the County's Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Assists work crews in other sections as assigned and responds to emergency calls at all hours.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed outdoors in all weather conditions at various water production facilities throughout the County. Duties are performed under disagreeable and sometimes hazardous conditions. Requires climbing up and down ladders into tanks, pits and related water production facilities. Performs manual labor utilizing hand tools and other power operated equipment as required. Drives County vehicles to work sites.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic mechanical, plumbing and electrical work.

Ability to follow written and oral instructions while maintaining records.

Ability to climb and work in elevated areas, confined spaces and small tank access hatches.

Ability to work effectively as a team member and establish and maintain harmonious working relationships with coworkers and the public.

**MINIMUM QUALIFICATIONS:**

Must demonstrate technical expertise and competency in each of the areas of running routes, well facility mechanical and disinfection equipment maintenance determined by performance oriented evaluation methods including both written and skills testing and performance evaluations. Must have met all requirements of the JCSA career ladder strategies for this position.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e. respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

Date: May 2002  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Specialist I

Position Number 203

Department JCSA

Division Water Production

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others must have ability to convey technical meanings
- ☐ Not essential to job function

## 2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse                         |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine   |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools   |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools  |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>must be able to use delicate measuring equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function   |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>						✓		✓	
<b>Push/Pull</b>						✓	✓		
<b>Hold/Carry</b>						✓		✓	

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool  
☒ 8' to 10' step ladder  
☒ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☐ 1 flight  
☒ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☐ 3-4  
☒ Other as many as 25  
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓					✓	
<b>Sit</b>		✓						✓	
<b>Walk</b>		✓						✓	
<b>Run</b>	✓						✓		

If walking or running, over what type of terrain? ☐ flat    ☐ rough    ☒ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☐ Run (Check all that apply)

#### 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### Daily Amounts

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### Daily Amounts

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

#### **VII. *Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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